

Thursday, October 23, 2025

MINUTES

Date: Thursday, October 23, 2025

Location: Castle Arms 3 Common Room

Time: 4:00 p.m.

Present: Larry Fuld
Mark King
Paulette Point
Sherry Culling- **By Telephone**

Staff: Jamie Lowery- ED
William Brooks-CFO
Jennifer Carriere- Operations
Coordinator
Jillian Duchesne- Health & Wellness
Coordinator & Recording Secretary

Regrets: Jonathan Muterera

Guests:

	ITEM	ACTION
1.	Call to Order	
	<p>** Recorded Meeting** <i>"Moved by: Mark King and seconded by Sherry Culling that the meeting be called to order at 4:00 p.m.</i> Res. #46-25</p>	<p><u>Carried</u></p>
2.	Approval of Agenda	
	<p><i>"Moved by Larry Fuld and seconded by Mark King that the agenda for this meeting be adopted as presented".</i> Res. #47-25</p>	<p><u>Carried</u></p>
3.	Conflict of Interest	
	<p><i>"Moved by Sherry Culling and seconded by Mark King that no Board Member declare a conflict of interest".</i> Res. #48-25</p>	<p><u>Carried</u></p>
4.	Approval of the Minutes	
	<p><i>"Moved by Paulette Point and seconded by Larry Fuld that the minutes of the Meeting held on Thursday, September 18th, 2025, be adopted as presented"</i> Res. #49-25</p>	<p><u>Carried</u></p>

5.	Business Arising	
	<p>5.1-Update on Legal</p> <p>Larry discusses that we have retained a lawyer to assist us. Larry discusses why we should not accept mediation by an organization that does not list mediation as a service that they provide.</p>	
6.	New Business	
	<p>6.1- EllisDon-Community Builders</p> <p>Some of the team met with EllisDon Community Builders. They will be sending us a proposal with the various services they will provide. Jamie adds that there are a few different ways to look at the CA4 sight regarding parking and the addition.</p>	
7.	Castle Arms Operations Update	
	<p>7.1- Finance Update</p> <ul style="list-style-type: none"> • Billy will be finalizing the 2026 budget for the November board meeting. • Insurance may be a discussion at the next board meeting. Jen and Billy have met with Joan from Knox Insurance. • Billy is looking to update finance policies in 2026. Billy proposes a standing agenda item to review one or two policies at a time. • Billy is looking into the exemption of Property tax. He will also bring that back to the next meeting. • Jen & Billy have a meeting with DNSSAB to look over the service agreement next week. <p>7.2- Operations Update*</p> <ul style="list-style-type: none"> • Jen is pleased with the current progress of the elevator. • We have identified a CMHC funding opportunity and will be submitting an application to replace the windows in CA1 and CA2. <p>7.3- Health & Wellness Update*</p> <ul style="list-style-type: none"> • Jillian discusses Health & Wellness updates. • The Community Paramedic Program will not be holding a clinic at Castle Arms this year for the first time in 3 years. <p>Mark inquired about the locking of the doors overnight. This project was completed in early summer. We have decreased security patrols. There are no current tenant issues. Paulette adds that residents are feeling more secure.</p> <p>7.4- Executive Director Update</p> <ul style="list-style-type: none"> • Jamie discusses our goal to have embedded services at Castle Arms. We will continue having these discussions with the Ontario Health Team. • We are working with an organization that provides surveillance systems that use AI to monitor changes in health and wellness. It is early stages for software and we will continue to provide updates. • We are looking for volunteers to assist with the Marquette Parquette. 	

	<ul style="list-style-type: none"> Jamie discusses that there are not many senior social housing organizations providing Health & Wellness. He feels it is a small investment that is making a significant difference to our tenants. 	
8.	CORRESPONDENCE	
	None	
9.	REQUEST FOR FUTURE AGENDA ITEMS	
	None	
10.	DATE OF NEXT MEETING	
	November 19 th , 2025	
11.	ADJOURNMENT	
	<p><i>"Moved by Mark King and seconded by Paulette Point that the meeting be adjourned at 4:48 p.m."</i></p> <p>Res. #50-25 <u>Carried</u></p>	

Chairman

Secretary

Board of Management Meeting October 23rd, 2025

Jennifer Carriere –Operations Coordinator

Billy Brooks – Chief Financial Officer

Jillian Duchesne – Health & Wellness Coordinator

❖ OPERATIONS UPDATE (Jennifer Carriere, Operations Coordinator):

❖ Elevator Update

One elevator car modernization has been completed, and work on the second elevator is now underway. This phase is expected to progress more quickly, as most of the components in the elevator machine room have already been upgraded. The remaining work primarily involves updating the underground components. We have submitted a request to the DNSSAB for most of the COCHI funding that was allocated to this project.

❖ Acoustical fencing along HWY 11

I've been communicating with the Regional Relations Specialist at the Ministry of Transportation (MTO) regarding the potential for acoustical fencing. After several exchanges, during which I provided additional background and context, I was advised that the MTO's position is as follows:

“Given the height of the residential buildings in the area, such as the Castle Arms, construction of a noise barrier is likely to be non-effective in reducing noise levels nor economically feasible.

There are currently no policy provisions for elderly residents or educational facilities that would be applicable in this case.”

I also inquired about any future work planned for our area. At this time, there is no Environmental Assessment being conducted, nor are there any expansion projects planned that would require one.

Regarding concerns about commercial truck noise, the ministry has stated that engine compression brakes are considered necessary for the safe and efficient operation of provincial highways. They do not monitor or regulate the use or noise levels of these brakes on provincial routes.

❖ HEALTH & WELLNESS (Jillian Duchesne, Health & Wellness Coordinator):

❖ Activities

- Butter Tart Bake Off Fundraiser- Friday October 10th- \$288.30 raised to go towards Christmas Dinner
- Baby Shower October 24th for the North Bay Pregnancy & Resource Center
- Halloween Party Friday October 31st

During rent reviews, all Wellness Packages were completed with RGI tenants. This included obtaining signed Wellness and Personal Health Information (PHI) consents. A “Getting to Know Me” form was also

completed for each tenant to identify who has support in place, as well as how they receive hot meals and groceries.

The next step will involve our Nipissing University student, Kia, who is in her fourth year of the Social Work program. She will be meeting with all market rent tenants to complete the same process.

❖ **Community Paramedic Program- Now Weekly**

The Community Paramedic (CP) will be hosting a vaccine clinic in CA2 for all tenants, those who are not able to attend the clinic due to mobility issues will be seen in their apartment. Date to be announced soon.

❖ **Property Management**

- We had 1 new tenant move in October 1st
- Currently 1 move in for November 1st
- 3 moving in December 1st

- ❖ The cleaners have completed their annual apartment clean for the year.
- ❖ Alain will start his Annual Inspections the week of October 27th beginning in Mattawa.
- ❖ All 118 Rent reviews have been completed for 2025.